

THE ADJUTANT GENERAL OF NEW HAMPSHIRE  
4 PEMBROKE ROAD  
STATE MILIARY RESERVATION  
CONCORD, N H 03301-5652

NHAG-HR

22 November 2000

MEMORANDUM FOR ALL UNITS AND ACTIVITES, NHNG

SUBJECT: Personal Physical Training (PT) Programs

1. This memorandum supersedes NHAG-HR Memorandum, dated 11 December 1995, Subject: Same as stated above.
2. Purpose. The purpose of this memorandum is to continue the authorization of the personal physical training program for all Technicians and Active Guard/Reserve (AGR) personnel.
3. All technician employees are authorized to participate in a physical fitness program, NH Army National Guard. AGR personnel are required to participate. In no instance may anyone be granted more than three, one-hour periods of official time per week for participation in his/her physical fitness program. The three one-hour periods can be combined with lunch periods, but never with break time as break time is considered duty time. The three one-hour increments may not be combined or broken into half-hour increments.
  - a. Individuals should be on a routine physical fitness schedule indicating what days and block of time they plan to participate in the program. Supervisors are allowed to adjust the individual physical fitness days and time to insure the individual will be able to participate three hours per week.
  - b. All physical training periods must start and end at the individual's workplace.
4. Participants may select the type of activity they wish to participate in within the guidelines provided. The physical training program selected must be designed to increase cardiorespiratory endurance as well as muscular strength. Examples of acceptable individual activities are listed below.
  - a. Walking\*
  - b. Running/jogging
  - c. Stationary cycling/rowing
  - d. Cycling\*
  - e. Aerobics
  - f. Weight & Nautilus training
  - g. Swimming

\*Should not be casual/leisurely except at beginning of fitness program.

5. Due to the increased possibilities for injuries, competitive athletic events, while considered part of a physical fitness program, will not be conducted during this authorized period. Specifically prohibited during duty day hours are "Basketball, Volleyball, Tennis, Racquetball, Softball" or any other competitive sport where a score can be kept. These activities are considered high risk and are definitely not covered by workers compensation for technicians.

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6. Technicians participating in the PT Program acknowledge that injuries may not be covered by Workers' Compensation (Federal Employees Compensation Act) – the Department of Labor makes that determination. Any injury must be reported to supervisors immediately. Technicians must also complete and forward a Form CA-1 through supervisory chain to the Human Resources Office within 24 hours.
7. For the protection of both the individual and the NHNG, an acknowledgment statement (Enclosure 1) must be completed and signed by both the employee and supervisor/commander. This provides descriptions of individual programs; times and locations for their performance, and insures mutual understanding of the rights and expectations of both management and employees. When the employee changes his/her usual program, time or location, a new form will be required. The form will be maintained by the individuals supervisor/commander.

FOR THE ADJUTANT GENERAL

Encl  
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MICHAEL W. HORNE  
COL, NHANG  
Human Resources Officer